

## Florida Department of Transportation

Variable Message Sign (VMS)/Portable Changeable Message Sign (PCMS)

Permit Application Checklist

Florida Administrative Code, Chapter 14-20/ Chapter 14-51/ Chapter 14-65

Applicant		
Project		
Item No.	Description	Verified/ In Package ( ✓ )
1	Submit permit application thirty (30) days in advance to ensure it is processed on time	
2	Include four (4) original permit applications (with original signatures)	
	a <a href="#">Form 850-040-65 03/06</a> (for Road Closure or Special Use of a State Road)	
	b <a href="#">Form 850-040-05 05/08</a> (for all other VMS requests, General Use, including VMS requests for guidance to an event)	
3	Include Section and State Road (SR)	
4	Include Applicant Contact Information : Applicant name, Address, Telephone, E-mail <i>For Road closure/Special use, applicant must be submitted by a local government entity.</i> <i>Page 2 of Form 850-040-65 must be signed by a local government representative <a href="#">(per F.A.C. 14-65.0035).</a></i>	
	Include VMS worksheet <a href="#">(reference PPM, Section 10.8.3)</a>	
	a Two displays allowed per VMS	
	b Only traffic or safety related messages (devoid of advertisements)	
	c Center text on the screen	
	Include VMS location map	
	If a VMS is proposed on the Turnpike, documentation of coordination with the Turnpike must be included in the application package	
5	If a VMS is proposed on the interstate system, documentation of coordination with the FDOT Traffic Management Center must be included in the application package. Coordination is necessary to ensure coordinated interaction between (permanent) Dynamic Message Signs and the proposed VMS. Contact Dee McTague, RTMC Operations Manager, (954) 847-2790 or <a href="mailto:dmctague@smartsunguide.com">dmctague@smartsunguide.com</a>	
	For a VMS being requested for guidance to an event, the VMS shall be erected no more than three days before, nor remain more than three days after, the signed event, per <a href="#">F.A.C. Chapter 14-51.014(3)(a)</a>	
	Provide company programming VMS: Company Name, Contact Person and Telephone	
6	Include Trailblazer sign details Only traffic or safety related messages (devoid of advertisements)	
	Include map of trailblazer signs	
7	Include area map marking the location of the event	
	For Road Closure or Special Use, include submittal items outlined in <a href="#">F.A.C. 14-65.0035</a>	
8	a Certified copy of minutes of a duly scheduled meeting, or duly executed resolution, authorizing the special event	
	b Marked map, indicating the temporary detours and showing the placement of appropriate signs, stationing of any officers or flagmen, and locations of barricades and cones necessary to detour the traffic in a safe and efficient manner	
	c Description of the provisions made for the temporary rerouting of traffic	
	d Approval from the United States Coast Guard District Commander authorizing the opening or closing of any movable bridge	
9	Include Media Contact List Permittee must notify local media 48 hours prior to date of event Contact FDOT Public Information Director: Barbara Kelleher, (954) 777-4091, <a href="mailto:barbara.kelleher@dot.state.fl.us">barbara.kelleher@dot.state.fl.us</a>	
10	Provide PDF of the permit application and support documents	

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For FDOT use only		
<b>a</b>	Field Review	
<b>b</b>	Transfield/DBI Stamp	
<b>c</b>	FTPK/I-95/I-595	
<b>d</b>	Approval from Traffic Operations	
<b>e</b>	Is permit within the five (5) year work program?	
	<b>1</b>	PM
		Item segment
		Begin MP
		End MP
	<b>2</b>	PM
		Item segment
		Begin MP
		End MP